

TRAVEL EXPENSE VOUCHER
STATE OF NORTH DAKOTA
SFN 52785 (10-2004)

Month				Year		Department						Official Position					
Employee Name						Employee ID				Business Unit				Fiscal Month		Biennium	
Day	Points Covered By Travel	Hour (Show AM or PM)		Vehicle Miles	R e f	Comm'l Air Trans.	R e f	Taxi & Other Air Trans.	R e f	Misc. Exp.	Meals In State	Meals Out of State	R e f	Lodging in State	Lodging Out Of State		
		Depart	Arrival														
Purpose of Travel and Explanation of Expenses:												Lodg. in State		521015			
												Lodg. out of State		521075			
												Meals in State		521020			
												Meals out of State		521080			
												IRS Meals - Taxable		521035			
												Miscellaneous Expense					
												Other Transportation in State			521025		
												Other Transportation out of State			521085		
												Air Transportation in State			521010		
												Air Transportation out of State			521070		
												Vehicle Miles in State			x		521030
												Vehicle Miles out of State			x		521090
												Total Expenses					
(Ref. Doc. No. of Advance:)	Less Travel Advance													
NET EXPENSES																	
Line	Due Date	Dept. ID	Account	Oper. Unit	Class	Fund	Project ID	Activity ID	Resource Type	Resource Category	Amount						
I hereby certify that the within itemized statement representing a claim for payment or per diem, mileage or travel expenses or a combination thereof, truthfully and accurately states the days of service and the mileage traveled, and the purpose thereof.										TOTAL							
Employee Signature								Date									
Departmental Approval								Date									

INSTRUCTIONS FOR THE TRAVEL EXPENSE VOUCHER

Be sure to “Tab” from one field to another, rather than using the mouse.

Month – Enter the month of travel.

Year – Enter the year of travel.

Department – Enter the name of your Agency.

Official Position – Enter your job title.

Employee Name – Enter your name.

Employee ID – This number is assigned by payroll.

Business Unit – Your agency’s 5-digit number.

Fiscal Month – Enter the fiscal month.

Biennium – Enter the biennium.

Day - Enter the day of the month in which the activity occurred.

Points Covered By Travel – Enter the departure/destination points.

Hour – Enter the departures and arrival time for the actual travel day (example: 7:00 am).

Vehicle Miles – Enter the number of vehicle miles traveled. If you have in state and out of state miles, separate them and list them on separate lines.

Ref – Enter an “I” for in-state travel or an “O” for out-of-state travel. **If this is not entered, the form will not calculate correctly.**

Comm’l Air Trans. – Enter the amount of commercial air transportation.

Ref – Enter an “I” for in-state travel or an “O” for out-of-state travel. **If this is not entered, the form will not calculate correctly.**

Taxi & Other Air Trans. – Enter taxi fares and any other air transportation.

Ref – Enter an “I” for in-state travel or an “O” for out-of-state travel. **If this is not entered, the form will not calculate correctly.**

Misc. Exp – Enter your other expenses that do not belong in any other column. Explain these expenses in the “Purpose of Travel and Explanation of Expenses” section.

Meals In State – Enter the dollar amount of the meals in state.

Meals Out of State – Enter the dollar amount of the meals out-of-state.

Ref – Enter a “T” if your meals are taxable.

Lodging in State – Enter the dollar amount of lodging in state.

Lodging Out of State – Enter the dollar amount of lodging out-of-state.

Purpose of Travel and Explanation of Expenses – Enter the reason for travel and any explanations for your miscellaneous expenses.

The amounts entered in the top section of the form will automatically be totaled and filled in the appropriate fields of the middle section, as long as the correct reference codes were entered and you used the tab key to navigate between fields. The only exceptions are the following two fields:

Vehicle Miles in State – Calculates the total vehicle miles traveled within the state. You will need to enter the current rate. The total will then automatically calculate.

Vehicle Miles out of State – Calculates the total vehicle miles out of state. You will need to enter the current rate. The total will automatically calculate.

Total Expenses – Calculates the total expenses automatically.

Ref. Doc. No. of Advance – Enter the document number if you received a travel advance and the dollar amount.

Net Expenses – Calculates the net expenses automatically.

Print – This button will print one copy of the first page – press twice to keep a copy for your own records. Sign one copy, attach all of your receipts, and submit it for approval. Once approved and forwarded to accounting, the bottom fields will be cost-coded and entered. Remember to keep copies of the receipts for yourself as well.